

**A SUBSTITUTE RESOLUTION
BY FINANCE/EXECUTIVE COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO A CITYWIDE COOPERATIVE PURCHASING AGREEMENT NUMBER COA-0011 PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING NATIONAL IPA CONTRACT #P10-004 WITH NATIONAL OFFICE FURNITURE, INC. FOR OFFICE FURNITURE FOR TWO (2) YEARS WITH THREE (3) ONE-YEAR RENEWAL OPTIONS ON BEHALF OF THE CITY OF ATLANTA IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED THOUSAND DOLLARS AND NO CENTS (\$400,000.00) TO BE CHARGED TO AND PAID FROM CITY OF ATLANTA DEPARTMENTS, AS DEFINED BY THE CITY OF ATLANTA CHARTER, WITH ADOPTED FISCAL YEAR APPROPRIATIONS IN FUNDED DEPARTMENTAL FUND/DEPT.-ORG./ACCOUNT/FUNCTION ACTIVITY (FDOA) LOCATIONS.

WHEREAS, the City of Atlanta ("City") desires to enter into a citywide cooperative purchase agreement number COA-0011 with National Office Furniture, Inc. for Office Furniture utilizing National IPA Contract #P10-004.

WHEREAS, the City continues to require the use of Office Furniture to perform the city's daily operations; and

WHEREAS, pursuant to Section 2-1601 et seq. of the City of Atlanta Code of Ordinances, the Chief Procurement Officer may procure supplies or construction items through contracts established by a public procurement unit where such contracts and contractors substantially meet the requirements of the Purchasing and Real Estate code; and

WHEREAS, the Chief Procurement Officer recommends the execution of a citywide cooperative purchasing agreement number COA-0011 with National Office Furniture, Inc. utilizing National IPA #P10-004 for Office Furniture in an amount not to exceed four hundred thousand dollars and no cents (\$400,000.00).

WHEREAS, this cooperative agreement was competitively procured in a manner consistent with Division 4 of the City's Procurement Code, and the cost of the goods and/or services are comparable.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor or his designee is authorized to execute, on behalf of the City of Atlanta, a citywide cooperative purchasing agreement number COA-0011 with National Office Furniture, Inc. for two (2) years with three (3) one-year renewal options utilizing National IPA #P10-004 for Office Furniture in an amount not to exceed four hundred thousand dollars and no cents (\$400,000.00) to be charged to and paid from City of Atlanta Departments, as defined by the City of Atlanta Charter, with adopted fiscal year appropriations in funded departmental Fund/Dept.-Org./Account/Function Activity (FDOA) locations.

BE IT FURTHER RESOLVED, that the Chief Procurement Officer in consultation with the City Attorney is directed to prepare an appropriate document for execution by the Mayor.

BE IT FINALLY RESOLVED, that the agreement will not become binding on the City, and the City will incur no obligation or liability under it until it has been executed by the Mayor, attested to by the Municipal Clerk, approved as to form by the City Attorney, and delivered to National Office Furniture.

**A RESOLUTION
BY FINANCE/EXECUTIVE COMMITTEE**

11- R -0658

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO A CITYWIDE COOPERATIVE PURCHASING AGREEMENT NUMBER COA-0011 PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING NATIONAL IPA CONTRACT #P10-004 WITH NATIONAL OFFICE FURNITURE, INC. FOR OFFICE FURNITURE FOR TWO (2) YEARS WITH THREE (3) ONE-YEAR RENEWAL OPTIONS ON BEHALF OF THE CITY OF ATLANTA IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED THOUSAND DOLLARS AND NO CENTS (\$400,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM PREVIOUSLY APPROPRIATED FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS: (VARIOUS ACCOUNTS).

WHEREAS, the City of Atlanta ("City") entered into a citywide cooperative purchase agreement number COA-0011 with National Office Furniture, Inc. for Office Furniture utilizing National IPA Contract #P10-004.

WHEREAS, the City continues to require the use of Office Furniture to perform the city's daily operations; and

WHEREAS, pursuant to Section 2-1601 et seq. of the City of Atlanta Code of Ordinances, the Chief Procurement Officer may procure supplies or construction items through contracts established by a public procurement unit where such contracts and contractors substantially meet the requirements of the Purchasing and Real Estate code; and

WHEREAS, the Chief Procurement Officer recommends the execution of a citywide cooperative purchasing agreement number COA-0011 with National Office Furniture, Inc. utilizing National IPA #P10-004 for Office Furniture in an amount not to exceed four hundred thousand dollars and no cents (\$400,000.00).

WHEREAS, this cooperative agreement was competitively procured in a manner consistent with Division 4 of the City's Procurement Code, and the cost of the goods and/or services are comparable."

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor or his designee is authorized to execute, on behalf of the City of Atlanta, a citywide cooperative purchasing agreement number COA-0011 with National Office Furniture, Inc. for two (2) years with three (3) one-year renewal options utilizing National IPA #P10-004 for Office Furniture in an amount not to exceed Four Hundred Thousand Dollars and No Cents (\$400,000.00) to be charged to and paid from previously appropriated FDOA numbers: (Various Accounts).

BE IT FURTHER RESOLVED, that the Chief Procurement Officer in consultation with the City Attorney is directed to prepare an appropriate document for execution by the Mayor.

BE IT FINALLY RESOLVED, that the agreement will not become binding on the City, and the City will incur no obligation or liability under it until it has been executed by the Mayor, attested to by the Municipal Clerk, approved as to form by the City Attorney, and delivered to National Office Furniture.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: FINANCE/EXECUTIVE

Caption:

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO A CITYWIDE COOPERATIVE PURCHASING AGREEMENT NUMBER COA-0011 PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING NATIONAL IPA CONTRACT #P10-004 WITH NATIONAL OFFICE FURNITURE, INC. FOR OFFICE FURNITURE FOR TWO (2) YEARS WITH THREE (3) ONE-YEAR RENEWAL OPTIONS ON BEHALF OF THE CITY OF ATLANTA IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED THOUSAND DOLLARS AND NO CENTS (\$400,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM PREVIOUSLY APPROPRIATED FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS: (VARIOUS ACCOUNTS).

Requesting Dept: Procurement

FAC Confirmed by:

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.

The City of Atlanta would like to enter into a citywide cooperative purchasing agreement number COA-0011 with National Office Furniture, Inc. for Office Furniture for a period of two (2) years with three (3) one-year renewal options in an amount not to exceed \$400,000.00

2. Please provide background information regarding this legislation.

Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.

The City of Atlanta has an ongoing need to purchase office furniture throughout the year to address day-to-day operational and office furniture issues. The DOP has identified National Office Furniture, Inc. as a source for Office Furniture and has identified National IPA Contract #P10-004 with Office Furniture as an appropriate governmental contract from which to cooperatively purchase the Office Furniture.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Office Furniture
- (b) **Source Selection:** Cooperative Purchase – National IPA- Contract #P10-004
- (c) **Bids/Proposals Due:**
- (d) **Invitations Issued:**
- (e) **Number of Bids:**
- (f) **Proposals Received:**
- (g) **Bidders/Proponents:**
- (h) **Term of Contract:** two (2) years with three (3) one-year renewals

4. Fund Account Center (Ex. Name and number): Various Accounts

5. Source of Funds:

6. Fiscal Impact: \$400,000.00

7. Method of Cost Recovery:

This Legislative Request Form Was Prepared By: Patricia Lowe, Buyer

Legislation Summary

Committee of Purview:

Caption

A resolution authorizing the Mayor to execute an appropriate citywide contractual agreement number COA-0011 on behalf of the City of Atlanta with National Office Furniture, Inc. in an amount not to exceed four hundred thousand dollars and no cents (\$400,000.00). All contract work shall be charged to and paid from previously appropriated fund account and center number: (Various Accounts).

Council Meeting Date: May 02, 2011

Legislation Title: Resolution authorizing the Chief Procurement Officer to utilize the National IPA Contract #P10-004 with National Office Furniture, Inc. for the purchase of Office Furniture for two (2) years with three (3) one-year renewals on behalf of the City of Atlanta in an amount not to exceed four hundred thousand dollars and no cents (\$400,000.00). All contract work shall be charged to and paid from previously appropriated fund account and center number: (Various Accounts).

Requesting Department: Department of Procurement

Contract Type: N/A

Source Selection: National IPA Contract #P10-004

Bids/Proposals Due: N/A

Invitations Issued: N/A

**Number of Bids/
Proposals Received:** N/A

Bidders/Proponents: N/A

Justification Statement: N/A

Background: N/A

Fund Account Centers: Various Accounts

Source of Funds: N/A

Fiscal Impact: N/A

Term of Contract: N/A

Method of Cost Recovery: N/A

Approval:

DOF:

DOL:

Prepared By: Patricia Lowe, Buyer

Contact Number: 404.330.6583

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: Chief of Staff

Dept.'s Legislative Liaison: Patricia Lowe

Contact Number: (404) 330-6583

Originating Department: Department of Procurement

Committee(s) of Purview: Finance / Exec

Chief of Staff Deadline: April 08, 2011

Anticipated Committee Meeting Date(s): April 26-27, 2011

Anticipated Full Council Date: May 02, 2011

Legislative Counsel's Signature: [Signature]

Chief Information Officer: _____

Commissioner Signature: _____

Chief Procurement Officer Signature: [Signature]

CAPTION

Mayor's Staff Only

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO A CITYWIDE COOPERATIVE PURCHASING AGREEMENT NUMBER COA-0011 PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING NATIONAL IPA CONTRACT #P10-004 WITH NATIONAL OFFICE FURNITURE, INC. FOR OFFICE FURNITURE FOR TWO (2) YEARS WITH THREE (3) ONE-YEAR RENEWAL OPTIONS ON BEHALF OF THE CITY OF ATLANTA IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED THOUSAND DOLLARS AND NO CENTS (\$400,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM PREVIOUSLY APPROPRIATED FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS: (VARIOUS ACCOUNTS).

Received by CPO: _____ Received by LC from CPO: _____
(date) (date)

Received by Mayor's Office: [Signature] 4/8/11 Reviewed by: [Signature]
(date) (date)

Submitted to Council: _____
(date)



CITY OF ATLANTA


Kasim Reed
Mayor

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Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB
Chief Procurement Officer
asmith@atlantaga.gov

MEMORANDUM

TO: Councilmember Yolanda Adrean,
Chair, Finance Executive Committee

FROM: Adam L. Smith 

RE: National IPA Contract #P10-004

DATE: April 7, 2011

This memorandum is to certify that the above-referenced Cooperative Agreement was competitively procured in a manner consistent and pursuant to sections 2-1602, 2-1604, 2-1606 and 2-1608 of the Procurement and Real Estate Code. We reviewed the terms of the Agreement and determined that the costs for the goods/services are competitive and comparable.

If you have any questions or need additional information, please do not hesitate to contact me.